



Minutes
HISTORY MUSEUM AND LIBRARY ADVISORY BOARD
Wednesday, January 7, 2015

Minutes of the HISTORY MUSEUM AND LIBRARY ADVISORY BOARD recorded at 5:30 p.m. on Wednesday, January 7, 2015, within the Tempe History Museum Board Room, 809 E. Southern Ave, Tempe, AZ.

(MEMBERS) Present:

Ann Lynn DiDomenico
David Huizingh
Virginia (Ginny) Sylvester (Vice-Chair)
James (Jim) Schoenwetter
John Linda
Johnny Tse
Mary O'Grady
Nicolle (Nikki) Gusz (arrived 5:44pm)

(MEMBERS) Not Present:

Jennifer Wagner (Chair)
Shirley McKean

City Staff Present:

Barbara Roberts, Deputy Community Services Director, Library & Cultural Services Division
Tracy Gray, Library Manager, Library and Cultural Services Division
Brenda Abney, Museum Manager, Library and Cultural Services Division
Carlos E. Bejarano Jr., Library Specialist, Library
Melinda Gonzales, Administrative Assistant, History Museum

General Public Present:

Anne Chandler, Liaison for the Tempe Historical Society
Larry Conway, Friends of the Tempe Public Library

Agenda Item 1 - Call to Order

- Virginia (Ginny) Sylvester called the meeting to order at 5:35 p.m.

Agenda Item 2 - Call to the Audience

- None

Agenda Item 3 - Approval of the December 3, 2014 History Museum and Library Advisory Board Meeting Minutes Document - ACTION

MOTION: James Schoenwetter moved to approve the December 3, 2014, History Museum and Library Advisory Board meeting minutes document as presented.
SECOND: Johnny Tse seconded.
DECISION: December 3, 2014 History Museum and Library Advisory Board meeting minutes document approved as amended.

Agenda Item 4 – Introduction of the new History Museum Manager:

- Barbara Roberts introduced to the Board:
 - Brenda Abney, the new History Museum Manager and asked the Board to introduce themselves to Brenda A.
- Brenda Abney announced to the Board:
 - Brenda Abney has been in the museum field for 22 years.
 - Brenda Abney attended the museum studies program at the University of Oregon and worked at campus galleries and the Oregon Museum of Art on campus.
 - Brenda Abney moved to Ketchikan, Alaska and worked as Curator of Exhibits, moved up to Curator of Programs, then Senior Curator of Collections at Tongass Historical Museum before pursuing a directorship.
 - Brenda Abney became Director of Wenatchee Valley Museum and Cultural Center in Wenatchee, Washington. The Wenatchee Valley Museum is a regional museum in a rural area with a focus on history, but also covers natural science, art, and cultural diversity.
 - Brenda Abney pursued the opportunity to be Tempe History Museum Manager with the hope of bringing her experiences from elsewhere to the Tempe History Museum. Brenda A. believes that museums are part of the bedrock of a community; that when citizens know their history they are more connected to their community and become better citizens. Brenda A. was impressed with what the Tempe History Museum curators have been doing and believes it is something good to build on.

Agenda Item 5 – Library Code of Conduct Revisions - ACTION

- Tracy Gray announced to the Board:
 - The reason for the Library code of conduct revisions was an incident of a library patron brushing their teeth in the library restroom. After a security guard informed the patron it was against library policy, the patron contacted Tracy Gray to complain about the policy.
 - Tracy Gray stated that while reviewing the code of conduct policy the wording did not match the Tempe City Code. Tracy G. contacted the City Attorney's office and had a discussion with other City of Tempe facilities within Community Services. Tracy G. and Barbara Roberts had a meeting with the managers of other city buildings to discuss the city code in relation to lavatory usage.
 - The City Attorney's office recommended appropriate word changes that would cover teeth brushing in a building's rest room, as well as other changes regarding electronic cigarettes that were prompted by a State Statute, and changes due to an update to an Arizona Revised Statute in regard to indecent exposure.

MOTION: Johnny Tse moved to approve the Library Code of Conduct revisions as presented.
SECOND: James Schoenwetter seconded.
DECISION: The Library Code of Conduct revisions were approved as presented.

Agenda Item 6 – Friends of the Tempe Public Library Report:

- Larry Conway announced to the Board:
 - The Friends of the Tempe Public Library are on track to raise a \$20,000.00 minimum donation for the Tempe Public Library.
 - The Osher Lifelong Learning Institute at Arizona State University (ASU) spring semester registration started on January, 2.
 - The Friends of the Tempe Public Library's December meeting was a joint meeting with the Friends of the Tempe History Museum. The two groups hope to continue joint meetings at alternating sites.
 - At the Veterans History Project site the Friends of the Tempe Public Library participated with the Tempe History Museum on the Larry Campbell Tree of Lights event on December 7, 2014. The Friends of the Tempe Public Library provided a speaker from World War II.
 - The Friends of the Tempe Public Library are flattered to be participating in the Library's strategic plan. The first library strategic planning meeting was held on December 18th, the Friend's Connections Café conference room.
 - The Connections Café conference room will host the Mayor's Legislative Breakfast on Friday, January 9, 2015. The meeting provides the Tempe City Council with an opportunity to meet with the newly elected state legislators and communicate what they believe is important to the City of Tempe.
 - Anne Chandler asked if the Mayor's Legislative Breakfast meeting would be open to the public. Barbara Roberts stated that it is a private meeting.

Agenda Item 7 – Tempe Historical Society Report:

- Anne Chandler announced to the Board:
 - The Tempe Historical Society's next board meeting is on January 14, 2015.
 - The Tempe Historical Society is planning a welcome social for the new History Museum manager, Brenda Abney.
 - The Larry Campbell Tree of Lights program was well received.
 - The Tree of Lights program raised \$1400.00.
 - Advertising agency Davidson & Belluso was hired to set up the Tempe Historical Museum website. Once the website is completed, an Arizona State University (ASU) intern will be hired to maintain the website and also to develop the Tempe Historical Society's social media site.
 - A retreat is still being planned for the Tempe Historical Society, with a focus on getting a Membership Chair and website management.
 - The Tempe Historical Society was asked to sponsor two art receptions in the spring, The Art of Elvis the Cat Del Monte and a second show that was not named.

Agenda Item 8 – Staff Reports:

- Division Report – Barbara Roberts announced to the Board:
 - General Fund operating budget preparation is underway and all budgets are due to the City on January 23.

- The budget is expected to be flat.
- The Library is the only entity from the Library and Cultural Services division to submit a supplemental request this year. The request is to renew last year's one year approval of an increase in hours and staff.
- Library Report – Tracy Gray announced to the Board:
 - Library Comic-Con is on Saturday, January 17. The Library is partnering with the Phoenix Comic-Con for the first time and people are encouraged to come dressed up.
 - Offices for the city's Homeless Outreach Coordinator and two employees will be constructed on the main floor of the Library next week.
 - Human Services Department staff is relocating from downtown Tempe to the second floor of the Library.
 - Tracy Gray presented Tempe 311 call center statistics for the Library from June through November of 2014 that illustrate the high number of calls that Tempe 311 takes instead of Library staff having to answer phones constantly. Tempe 311 started four years ago. The Library was the second department to participate in the program.
 - Mary O'Grady asked who staffs Tempe 311. Tracy Gray stated that the Tempe 311 Supervisor answers directly to the City Manager. Barbara Roberts stated that there are four staff members downtown on the main floor of City Hall, and three staff members on the second floor of the Library in the Parks and recreation office.
 - Virginia (Ginny) Sylvester asked if Tempe 311 is open 24 hours a day. Tracy Gray stated Tempe 311's hours are eight to five Monday through Friday.
 - Larry Conway asked if Tracy Gray had stats on the calls the Library staff get when Tempe 311 is closed. Tracy Gray stated yes; when 311 is closed, Library calls increase.
 - Tracy Gray conducted an informal poll of the Board members in relation to their opinions on: length of materials check-out, no materials due date, material item limits, and the amount of fine per day for an overdue item. Discussion was active. The Library is not contemplating any changes at this time, but getting Board feedback on policies is important on a regular basis.
- Museum Report – Brenda Abney announced to the Board:
 - Brenda Abney's first day with the city was December 15, 2014.
 - Brenda Abney has been on a fact finding mission to learn more about the History Museum, the volunteers and stakeholders.
 - Brenda Abney asked staff to evaluate programs, services, and work flows to look for improvements.
 - The program planning and the collections and accessions committees will be revived.
 - The year-end numbers for History Museum visitations are rough and may not include all of the programs yet. The visitation numbers for the past four years are double what they were before the renovation.
 - The high numbers of History Museum visitations in October through December of 2014 are directly attributable to the very well received Tempe Sound Exhibit.
 - The History Museum will continue programs based on the Tempe Sound Exhibit in 2015.
 - The History Museum will continue to try to connect with new audiences through family programs, school tours, marketing and outreach. Brenda Abney stated that the History Museum can do better in the number of school tours at the History Museum.
 - The History Museum had a booth at the Tempe New Year's Eve Block Party for the first time.

- Brenda Abney stated that the History Museum wants to increase access to resources through the website and the museum collections database. Efforts to update database and the database interface started on January 7, 2015.
- The Museum System (TMS) is about four to five years out of compliance right now. The TMS and e-Museum website are currently not linked.
- The webmaster will build a framework in the History Museum website that will be available without having to leave History Museum website.
- The History Museum uploaded biographies and oral histories to the website. The history Museum contacted a school that is doing a project with biographies and they will now be able to link the site to their lesson plan.
- The Community Room is booked for events almost every day in January and the History Museum is looking to increase the number of revenue generating rentals in there.
- The Petersen House had a successful Danish Christmas this past December. The numbers steadily increased each weekend with a total of 922 people overall for 2014.
- The History Museum has started booking school tours to the Petersen House, and group tours to the Museum.

Agenda Item 9 – Library Strategic Planning Process – Jennifer Wagner - DISCUSSION

- Barbara Roberts reported to the Board:
 - The first meeting of the library strategic planning process took place on December 18, 2014 to draft a new mission statement for the Library: “Tempe Public Library inspires exploration, discover, enjoyment and engagement.”
 - Barbara Roberts asked Board members who attended the meeting to share their thoughts on the experience.
 - Barbara Roberts stated that the next meeting will be a full day to devise goals and objectives for the next two years based on the mission statement.

Agenda Item 10 – Board Member’s Announcements:

- David Huizingh asked how many of the four Board members up for renewal were reappointed to the Board. David H. stated that reappointment of all four members would put Board membership at ten members instead of nine members. Barbara Roberts answered that all four members were reappointed by City Council. Barbara R. stated that the Board will drop to nine members through attrition.

Agenda Item 11 - Adjournment

- Vice-chair Virginia (Ginny) Sylvester adjourned the meeting at 6:58 PM.

The next meeting date and location of the History Museum and Library Advisory Board is Wednesday, February 4, 2015 at 5:30 PM in the Tempe Public Library Board room.

Prepared by: Carlos E. Bejarano Jr.

Reviewed by: Tracy Gray, Brenda Abney, and Barbara Roberts